



## **Procedure 503-04 Campus Assessment Response and Education (CARE) Team**

**Sponsor: Student Services**

### **Purpose**

The Campus Assessment Response and Education (CARE) Team is CCC's version of a Behavioral Intervention Team (BIT), which engages in proactive and collaborative approaches to identify, assess, and mitigate risks associated with students, faculty, staff, and visitors exhibiting concerning behaviors or thoughts. By partnering with members of the community, the CARE Team strives to promote individual student, faculty, and staff wellbeing and success while prioritizing community safety.

### **Definitions**

**Behavioral Intervention Team (BIT)** A BIT is a multi-disciplinary group whose purpose is meeting regularly to support its target audience (students, employees, faculty, staff, community, workplace) via an established protocol designed to help detect early indicators of the potential for disruptive conduct, self-harm, and the risk of violation to others educational rights. The team tracks reports, detecting patterns, trends, and disturbances in individual or group behavior.

**CARE Team** Same as a BIT (Behavioral Intervention Team) with a softer, more accessible marketing name. CARE stands for Campus Assessment Response and Education.

**CARE Reports** A CARE Report is a document that can be submitted electronically or in paper form (PDF accessible online) that a member of the college community can use to report disruptive or concerning behavior.

**Employee Assistance Program** The Employee Assistance Program (EAP) is a benefit offered to CCC employees that provides employees and their family with free and confidential assessments, referrals, and counseling. It is available at any time and can assist with work-related concerns, personal challenges, and other issues affecting one's well-being.

**FERPA** Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**NaBITA** National Association for Behavioral Intervention and Threat Assessment (NaBITA) is an organization for the support and professional development of behavioral intervention team members. It is an organization that is committed to providing education, resources, and support to those who endeavor every day to make their campuses and workplaces safer through caring prevention and intervention.

**NaBITA Threat Assessment Tool** Is a researched based expert system tool useful for the initial triaging of mental health concerns and the potential for threat. Members of the CARE Team complete annual training in how to use the assessment tool.

## **Procedure**

The CCC CARE Team will respond to concerning behavior in several ways, based on the level of threat and college protocols, actions may include, but are not limited to:

1. Establishing baseline behavior
2. Reaching out to the student or employee to express concern and ask about their wellbeing
3. Meeting with the student(s)/employee(s) involved to discuss:
  - a. Student/Employee needs
  - b. Campus and community services
  - c. College expectations/Code Student of Conduct/Title IX
4. Referring the student to campus programs and services (Financial Aid, Disability Resources, Tutoring, etc.)
5. Referring the student/employee to community resources
6. Referring the CARE Report to Human Resources, the Dean of Student Affairs, or the Title IX Coordinator to be addressed through the appropriate college policy and procedure (e.g., Policy and Procedure 503 Student Code of Conduct, Policy and Procedure 123 Title IX Procedure, Employee Policies and Procedures, etc.)
7. Facilitating meetings between concerned parties when appropriate
8. Recommending counseling or other outside interventions
9. Recommending the Employee Assistance Program (EAP) for CCC employees
10. Voluntary/involuntary removal from campus
11. Notifying outside partners (police department, other institutions, students'/employee's next of kin) in high priority cases, when the student/employee is considered an imminent threat to self or others. May require mandatory reporting or requesting a welfare check on the student/employee is conducted.

Follow-up Actions may include, but are not limited to:

1. Establishing return criteria for a student with the Dean of Student Affairs
2. Coordinating support services
3. Establishing behavioral expectations
4. Verifying continuity of care
5. Ongoing review by the CARE Team

## **Process**

1. Faculty, staff and students are encouraged to submit CARE Reports (a behavior referral form) listing specific concerns relative to observed behaviors. Submitting a CARE report is not a violation of student privacy.
2. CARE Reports should be completed when faculty, staff or students observe or are made aware of a member of the campus community's behavior that may warrant further follow up and/or documentation.
3. CARE Report forms are located on the Coconino Community College website. Once a CARE Report has been submitted, the CARE Team will review to assess the appropriate course of action, to include follow-up with the person who submitted the report.
4. The CARE Team will review behavioral cases using the NaBITA Threat Assessment Tool as necessary.
5. The CARE Team will determine next steps and course of action, to include referrals of reports for adjudication through the Policy and Procedure 503 Student Code of Conduct, Policy and Procedure 123 Title IX Procedure, Employee Policies and Procedures Manual, etc.

***This procedure does not address immediate danger. In that situation, members of the college community (Faculty, Staff, Administration, and Students) should call 911 and contact CCC Campus Security.***

#### Other CARE Team Responsibilities

1. Communicate a clear set of instructions to the campus community on when and how to report aberrant behavior;
2. Serve as the central point of contact for individuals reporting aberrant behavior;
3. Coordinate follow-up by connecting individuals with needed campus and community resources;
4. Manage the reporting data base and documentation associated with all reports;
5. Adhere to the protection of privacy associated with all CARE reports in accordance with federal and state laws and CCC policies (e.g., FERPA);
6. Establish and maintain a protocol manual that will be used to guide the CARE Team toward achieving best practices in the field of behavioral intervention and case management;
7. Complete and sustain on-going training with the use of NaBITA's threat assessment and risk management tools/rubrics or other appropriate programs
8. Facilitate training for the college community that will promote and encourage a civil and safe learning and working environment

#### **References**

Policy and Procedure 503 Student Code of Conduct

Policy and Procedure 123 Title IX Procedure

National Association for Behavioral Intervention and Threat Assessment (NaBITA)

#### **Procedure History**

09/11/2013 New and Approved by College Council

04/28/2021 Renamed (formerly Student Behavior Review Team), Revised, and Approved by Executive Leadership Council

07/15/2025 Revised Sponsor from Academic and Student Affairs to Student Services

#### **Legal Review**

09/2013